



**Department
of Health**

Medicaid
Redesign Team

Access to the UAS-NY and the CANS-NY Assessments for Health Homes Serving Children

September 2016

Agenda

- Single Point of Contact & HCS Coordinator
- Overview of Initiatives
- Health Commerce System
- UAS-NY
- CANS-NY
- User Accounts
- Training Environment
- Milestones

Single Point of Contact and HCS Coordinator Responsibilities

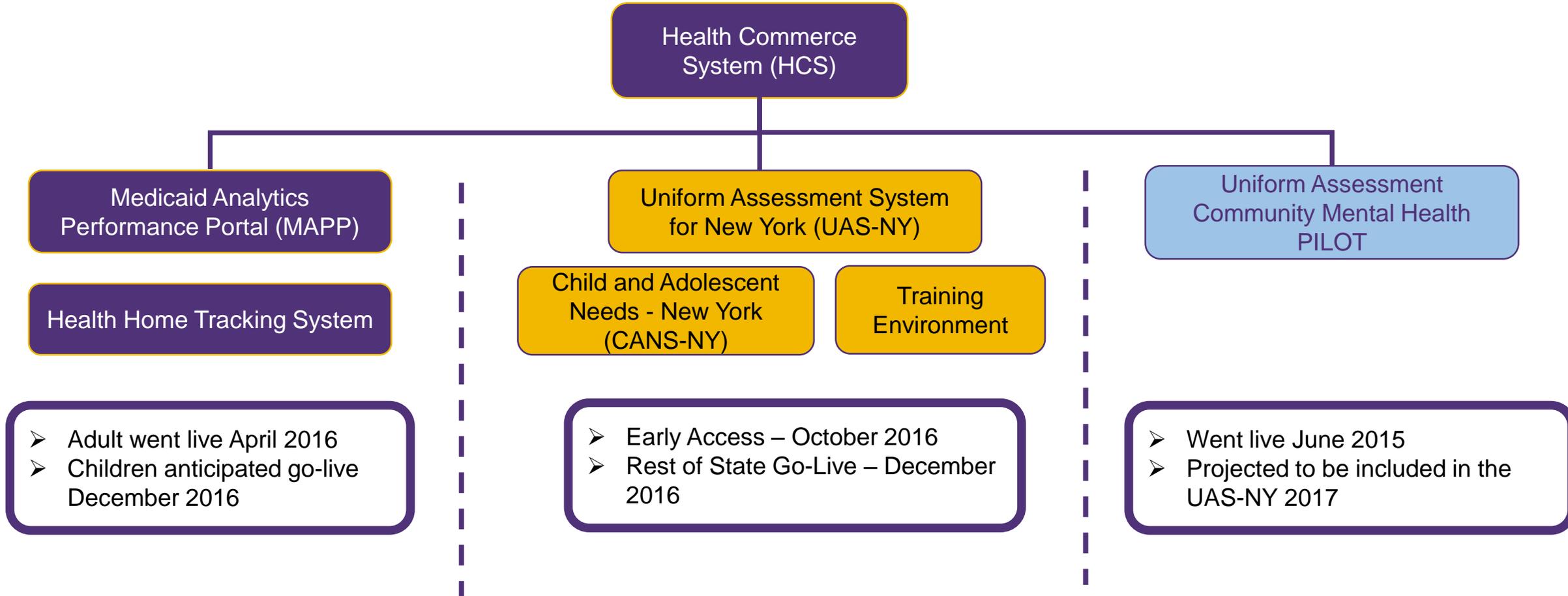
The Single Point of Contact

- Oversee organization's transition to using the UAS-NY
- Serve as the primary information contact between your organization and State project staff

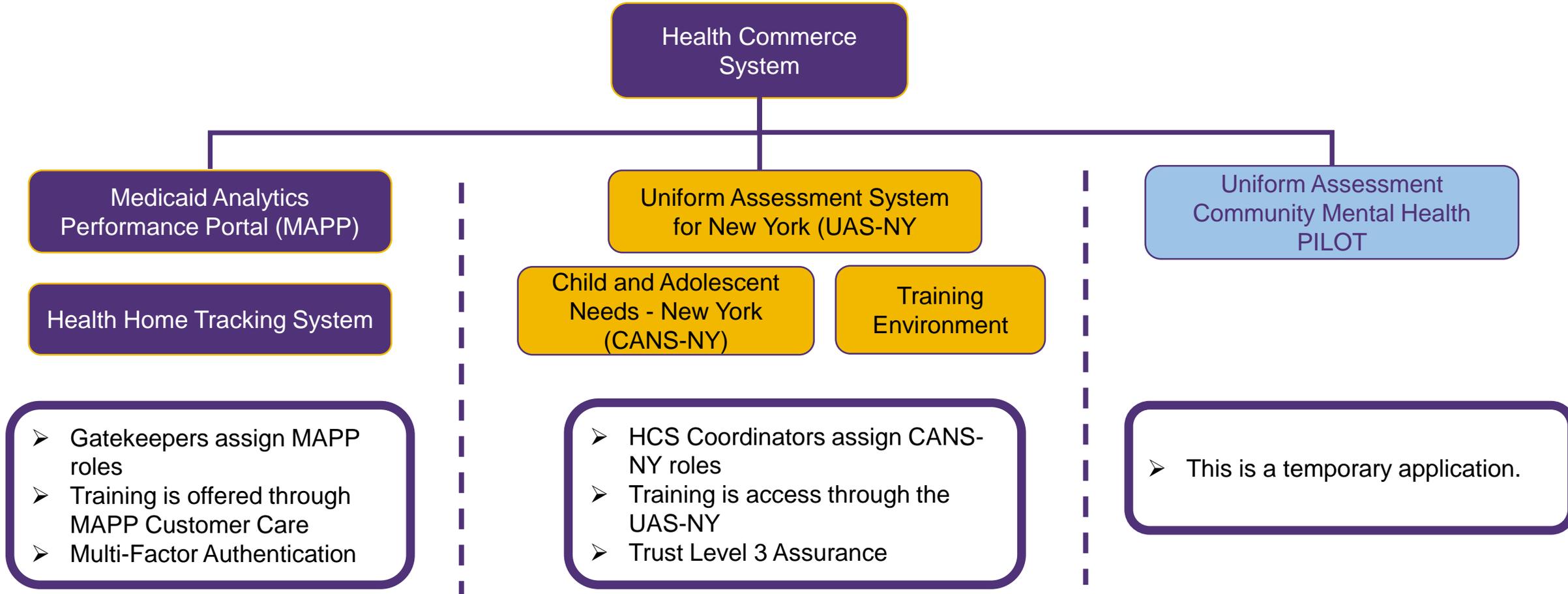
HCS Coordinator

- Create new HCS user accounts
- Provision CANS-NY roles
- Provision Trust Level 3

Overview of the Initiatives



Overview of the Initiatives



Health Commerce System (HCS)

- **Secure, Web Portal**
 - Authenticates users
 - Contains a wide range of restricted and non-restricted applications
- **Organizations are grouped by Organizational Type:**
 - Organizational type based on operating certificates

- ✓ Health Home Program
- ✓ Health Home CMA



Only these organization types in the HCS currently have access to the CANS-NY roles.

- Provides additional security by limiting the organization types that can access applications

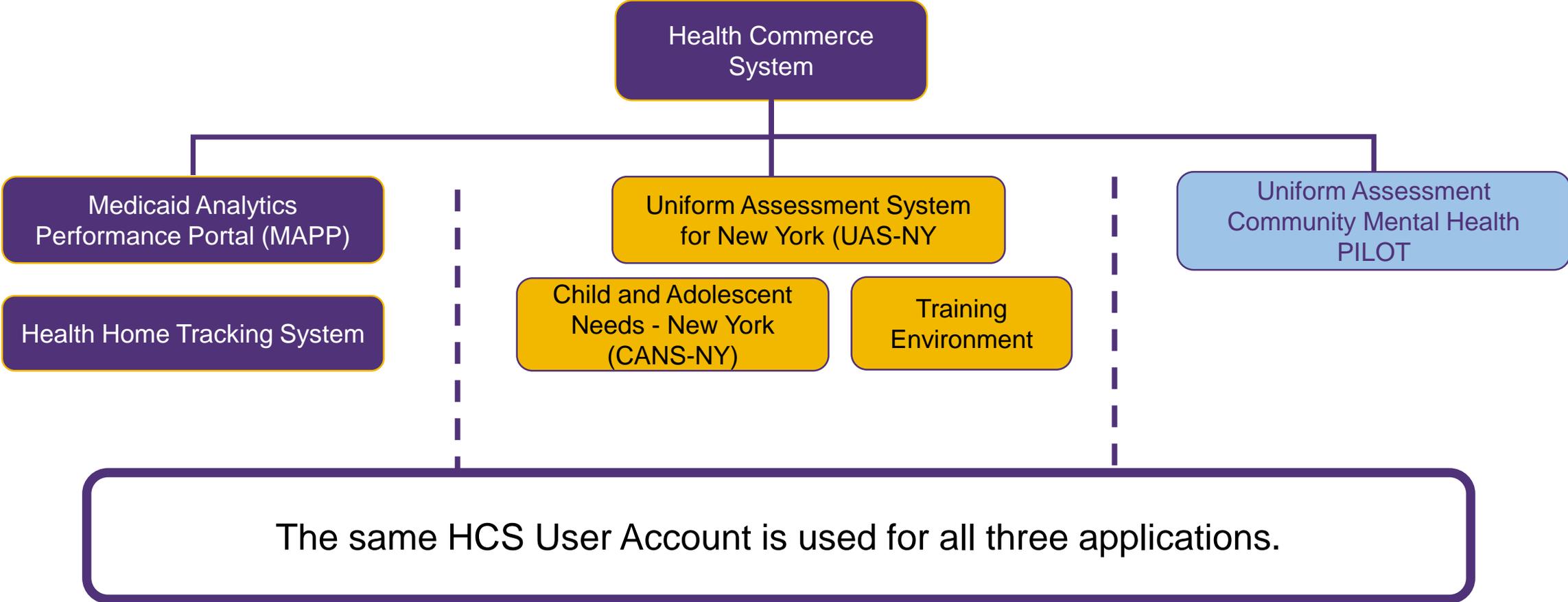
UAS-NY

- Secure system accessed through HCS web portal
- Role-based system
- Training Environment
- Learner Nation

CANS-NY Roles

Role	Role Designed For
CANS-NY15	Administrative Support Staff - supports the provider level assessors and supervisors
CANS-NY40	CANS-NY Assessor - must have CANY-NY Certification to conduct assessments
CANS-NY50	CANS-NY Assessor Supervisor – individuals that have the supervisory or managerial purview over the assessor teams
CANS-NY60	CANS-NY Assessor READ (ONLY) - assessors who have lapsed CANS-NY Certification

HCS User Account



HCS User Accounts

- All Users must have their own active HCS User Account
- Only one HCS account per user
- Staff without an active account must work with their HCS Coordinator and use the Paperless HCS User Account process
- Path to Quick Reference Guides: From HCS homepage My Content > Documents by Group > View All Document Groups > Coordinator > HCS Coordinator

Paperless HCS User Account

NEW! Paperless HCS User Accounts for non medical professionals OR all those needing access to UAS. The Health Commerce System (HCS) user account request has gone paperless! No more signatures and notary. Applying for an HCS user account is as simple as filling out an online form and having a NYS DMV Driver License or NYS DMV Non-driver Photo ID. People that do not have a NYS DMV Driver License or NYS DMV Non-driver Photo ID can still apply for an HCS user account using the existing process which requires signatures and a notary. Please see your HCS Coordinator to apply.*

A. User steps...

What are the steps?

To obtain an account, you must:

1. Register for an account
2. Enroll your account on the HCS. This step must be done with your HCS Coordinator

Important Information!

To enroll using the paperless process, you must have a NYS DMV Driver License or NYS DMV Non-driver Photo ID.

Where do I register?

1. Open your web browser and enter this website in the address bar

<https://apps.health.ny.gov/pub/usertop.html>

2. Click 'Register' for an account'

How do I register?

1. Complete the Name, Address and Policy Statement sections, and click **Continue**
NOTE: Your name must match what is on your NYS driver license or NYS Photo ID
2. Request a userid and create a password, click: **Continue**
3. Answer at least six of the 27 secret question, click **Register**
4. Confirm your account information, and click: **Confirm**
5. Print your NYSDOH Account Registration Completion information, click **OK**
6. You will receive a confirmation email that your userid was created
7. See your *HCS Coordinator with your NYSDOH Account Registration Completion printout and your NYS DMV Driver License or NYS DMV Non-driver Photo ID



B. Coordinator steps...

How do I enroll a user with the paperless process?

1. Log on the HCS
2. Click **Coord Account Tools - HCS under My Applications**
* Counties click **Coord Account Tools—LHD**
3. Click **User** under 'Request an account for a...'
4. Click **Yes, they have a NYS DMV driver license or NYS DMV Non-driver Photo ID**
NOTE: A NYS driver license is required for the paperless process. If they do not have one, click 'No, they do not...'
5. Select your organization in the list
6. Enter the user's Public ID, click **Submit**
NOTE: This information must be supplied by the user when they registered for an HCS account
7. Enter the user's information from the NYS driver license or NYS Photo ID, click **Submit**
NOTE: The information must match exactly
8. Enter the user's contact information (fields marked with an asterisk are required), click **Submit**
9. Your user is enrolled on the HCS. Please instruct them to use their userid and password to use their userid and password they created and sign in the HCS (<https://commerce.health.state.ny.us>)



C. User steps...

How do I sign on the HCS?

- Once your HCS Coordinator completes their steps above, you will be enrolled on the HCS and receive a congratulations email. Do the following:
1. Read the 'Document 2 SAUP' for rules and responsibilities
 2. Click the HCS website link (or copy and paste it in your browser's address bar), and enter your userid and password that you created when registering

* If you do not know your HCS Coordinator, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 option 1 (M-F 8am-4:45pm)



Trust Level 3 Assurance for EXISTING HCS User Accounts

Coordinator's Update Tool

- Manage People
- Update Contact Info
- Manage Role Assignments
- Delete Account
- Request Account
- Verify Trust Level

Trust Level for

How to Grant Trust Level 3 Access

- The user must be in person with their NYS driver license or Non-driver Photo ID available.
- Enter the user's information from their NYS driver license or Non-driver Photo ID in the NYS DMV Identity Verification fields below.

The Last and First name fields must match what is on the user's driver license or non-driver photo ID. If it does not match, contact 1-866-529-1890 option 1 and request the name be updated to match the driver license name.

- All fields marked with an asterisk (*) are required.
- Check the box to attest the user's identity was verified, and click **Submit**

Only **successful** verifications will acquire Trust Level 3.

NYS DMV Identity Verification

Last Name:

First Name:

NYS DMV ID or Non-driver Photo ID: *

Date of Birth (YYYYMMDD): *

Gender (M/F): * ▼

ZipCode: *

* I attest by checking the box that the user's identity was verified and approved for Trust Level 3 access.

Coordinator's Update Tool

Main Page
Location
Manage People
Organizational Offices
Manage Role Assignments
Reports
Add a New Person
Special Accounts

Form Name:
Role Assignments

Select a Role to Assign/Modify
for Z Test Managed LTCP

Role Description	Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
Chief Executive Officer or President	No	Modify	HPN Coordinator	DOH Assigned	Modify
HPN Organizational Security Coordinator	DOH Assigned	Modify	MAPP Gatekeeper	No	Modify
MAPP SPOC	No	Modify	MAPP User	No	Modify
MEDS Reporting & Analysis	No	Modify	Medical Director	No	Modify
Order Official Prescriptions	N/A	Modify	PDS Reporting & Analysis	Yes	Modify
UAS-15	No	Modify	UAS-20	No	Modify
UAS-30	No	Modify	UAS-40	No	Modify
UAS-45	Yes	Modify	UAS-50	No	Modify
UAS-NY	Yes	Modify	UAS-NY IT	Yes	Modify

Assigning Roles

Coordinator's Update Tool

- Main Page
- Location
- Manage People
- Organizational Offices
- Manage Role Assignments
- Reports
- Add a New Person

Form Name: Role Assignments

Select a Role to Assign/Modify
for Z Test Health Home Care Management Agencies (CMA)

Role Description	Person in Role?	Modify Role Assignments	Role Description	Person in Role?	Modify Role Assignments
CANS-NY-15	No	Modify	CANS-NY-40	No	Modify
CANS-NY-50	No	Modify	CANS-NY-60	No	Modify
HPN Coordinator	DOH Assigned	Modify	LOCADTR	No	Modify
MAPP Gatekeeper	No	Modify	MAPP SPOC	No	Modify
MAPP User	No	Modify	OMHCMH-01 Assessor	No	Modify

Training Environment

Uniform Assessment System for New York

Welcome to the Uniform Assessment System for New York (UAS-NY) Training Environment. The purpose of this online training environment is to provide long term care provider staff with the information required to learn about and use the UAS-NY. This site is developed and maintained by the New York State Department of Health, Office of Health Insurance Programs, Division of Long Term Care.

UAS-NY Support Desk

For questions on the UAS-NY Training Environment or any of the content presented in this site, please email the **UAS-NY Support Desk** at uasny@health.state.ny.us or contact us at 518-408-1021 between the hours of 8:30 ~12 and 1 ~ 4.

Course categories

UAS-NY Fundamental Courses (34)

UAS-NY Intermediate Courses (8)

UAS-NY Advanced Courses (3)

UAS-NY References and Resources (13)

- Online, Self-Paced Topic-Specific Courses
- Required and Recommended Courses
- Reference Manuals and User Guides
- Accessed Directly from the UAS-NY
- Available 24 x 7
- Use of VPN connection is not supported



Accessing the Applications (Training)

The screenshot displays the Health Commerce System interface. At the top, there is a navigation bar with a Home icon and a 'My Content' dropdown menu, which is circled in red. Below the navigation bar, the page is divided into several sections:

- Left Sidebar:** Contains a search bar, a 'My Applications' section with a list of tools (e.g., CART, ComDir Bulk Messaging Tool), and a 'Refresh My Applications List' button.
- Important Health Events:** Features a banner for 'ZIKA VIRUS RESPONSE' and a 'Visualization' chart.
- Important Health Notifications:** A table listing notifications with columns for Posted, Priority, Keyword, and Source.
- Newsroom Highlights...**: A section for news updates.
- Health Commerce System Applications:** A section with a 'Browse by' alphabetical menu (A-Z) and a list of application names. The letter 'U' in the menu and the application 'Uniform Assessment System for New York' in the list are circled in red.

Posted	Priority	Keyword	Source
02/12/2016	Advisory	extreme weather	NYSDOH
02/11/2016	Advisory	influenza	NYSDOH
02/09/2016	Advisory	Infectious Disease	NYSDOH
02/09/2016	Advisory	Infectious Disease	NYSDOH
02/04/2016	Advisory	Zika Health Advisory	NYSDOH
02/04/2016	Advisory	Zika Health Advisory	NYSDOH
02/02/2016	Advisory	Influenza	CDC
02/01/2016	Advisory	Infectious Disease	NYSDOH
02/01/2016	Advisory	Infectious Disease	NYSDOH

Application Name
Uniform Assessment - Community Mental Health PILOT
Uniform Assessment System for New York
Uniform Assessment System for New York - TEST DRIVE
UPHN Message Conformance Application
Upload Digital Photos
User Application Access List
User Permission List

Learner Nation

- Users provisioned a CANS-NY assessor role must successfully complete a course sequence in Learner Nation in order to be considered CANS-NY Certified for a period of one year.
- All CANS-NY assessors must add their HCS User ID into their Learner Nation account in order for the UAS-NY Training Environment to recognize their CANS-NY Certification.

Milestones

Description	Timeframe
All HCS User accounts must be created and provisioned with an appropriate CANS-NY role assignment and Trust Level 3.	September 19, 2016
Introduction to the UAS-NY Training Environment Webinar	September 21, 2016
All staff required training must be completed	October 21, 2016
Begin inputting assessment data	The week of October 24 th



HCS Coordinator Resources

Health Commerce System

Home My Content Print Search Help

Groups > Coordinator > HCS Coordinator Add to Fav. +View Help

Coordinator Document Groups

- Coordinator Account
- Director Account
- Medical Practice Account
- Policy
- Practitioner Account
- Security Coordinator Account
- Status
- User Account

HCS Coordinator Documents Sort by: Date Posted - Descending 13 Records

Type	Label	Description	Date Posted
PDF	Paperless HCS User Account Request	Paperless HCS User Accounts Quick Reference Guide for non medical professionals who have a valid photo ID	09/16/2015
PDF	Multi-factor Authentication Quick Reference Guide	Guide to enroll a user's MFA information	08/13/2015
PDF	Paperless HCS User Account Request	Paperless HCS User Accounts Quick Reference Guide for non medical professionals who have a valid photo ID	02/16/2015
PDF	How to remove a role	using the Coordinator's Update Tool	02/13/2015
PDF	Delete Account Quick Reference Guide	Remove HCS Account (Delete) using the Coordinator's Update Tool	08/20/2014
PDF	Trust Level Quick Reference Guide	Feature in the Coordinator's Update Tool to verify a user against DMV for Trust Level 3	08/20/2014
WEB	HCS Coordinator's FAQs	Frequently Asked Questions regarding accounts	09/13/2013
WEB	Coordinator Responsibilities	HCSC Responsibilities	03/18/2013
PDF	Account Types	What types of HCS accounts are there?	10/17/2012
PDF	Acceptable Account Request Form Criteria	What is the criteria for an account request form to be processed?	09/12/2011
PDF	NYSE-CON HCS Coordinator Overview V1	This reference manual will provide a guide through commonly asked questions that arise based on the HCS Coordinator role.	02/28/2011
PDF	PIN Letter and Activation Instructions	SAMPLE of the PIN letter and activation instructions that our HCS customers receive	02/03/2011
PDF	Information about Account Security Violations	STOP!!! DO NOT share account information (userids and passwords). Allowing someone to use your HCS account is a breach of security!	11/19/2010

Health Home CMA HCS Status

Insert table with agency status. We may need more than one slide.

Additional Information and Support

UAS-NY Support Desk
uasny@health.ny.gov

or

518-408-1021, option 1

Monday – Friday

8:30 AM – 12:00 PM

1:00 PM – 4:00 PM

CANS-NY Training

support@CANSTraining.com

Or

www.canstraining.com and click on
contact us

CANS-NY Policy

hhsc@health.ny.gov

**Commerce Accounts Management
Unit (CAMU)**

866-529-1890

